Exchange Student Registration Instructions
Step 1: Accessing RPInfo and SIS

https://info.rpi.edu

Scroll Down & Choose “Class Hours”

The links on this page will provide you with a wealth of information about the Institute and its policies
Step 2: Student Information System

Find the Spring 2023 schedule

Use the Class Hour Schedule to pick out Courses.

Use the catalog to find course descriptions

Not all courses listed in the catalog are offered every semester. Use the Class Hours Schedule to see what courses are offered during the semester you will be here.

You may need to refer to the offerings of the same semester of the previous year if they are not available yet for your intended period of study at Rensselaer.
Step 3: Log in to Student Information System (SIS)
[https://info.rpi.edu/](https://info.rpi.edu/)

After looking over the schedule, use back button so that you can log in to SIS from the previous website.
Step 4: Logging in to SIS for the First Time & Changing Your Password

- When Logging in to SIS for the first time, you will need to follow the instructions for your initial password here: https://itssc.rpi.edu/hc/en-us/articles/360058894332-SIS-Initial-and-Password-Change
Step 5: After logging in go to Student Menu
Step 6: Registering for Courses using Class Search

Rensselaer's Student Information System

Personal Information  Student Menu  Instructor & Advisor Menu  Main Menu  Hartford Student Menu  HR/Payroll Menu

Search [ ] [Go]

Student Menu

Registration Information
- Check My Registration Status
- Register, Add or Drop
- Change My Thesis/Project Credits
- Class Search
- View My Weekly Schedule Day/Time Grid
- View My Weekly Schedule

Curriculum Information
- View My Advisor and Curriculum Information
- View My Grades
- View My Transcript
- Request a Transcript NEW!
- Check My Transcript Request Status
- View My CAPP Reports

Graduation Information
- View My Degree Application Term
- View My Degree Status
- View Holds on My Graduation and/or Diploma
- View My Diploma Information

Financial Aid Information
- View My Account Information
- View My Overall Status of Financial Aid
- View My Eligibility
- View My Award Information
- View My Laptop Status

Personal Information
- Change My PIN
- Update My Address

CLICK ON CLASS SEARCH
Step 7: Select a Semester

Select the appropriate term & hit “Submit”
Step 8: Execute Class Search

1-Select department
2-Select Course Number
3-Click on Class Search
Step 9 - Class Search Results / Registering for a Course

Click in open box to select section to register, then click “Register”. You will be directed to the Add/Drop page.
Step 10- View Class Search results and/or Add/Drop a course

1. Enter CRN(S) for each course

2. Click on Submit Changes

3. After Submitting Changes, this page will refresh with results.
Step 15 Viewing your Schedule by Day/Time Grid

As you are registering for classes or after you have finished, you can view your schedule on a weekly grid.
The SIS will check your schedule for time conflicts. If two courses meet at the same time, you will only be able to register for one of them.
Additional Information

1 - Exchange students are not allowed to register for Grad level courses (6000) without written permission of the instructor and Office of Grad Ed. To request permission complete the top portion of the Approval Form for an Undergraduate to take a Graduate Course. In the space for the Undergraduate Academic Advisor’s signature, simply indicate that you are an exchange student. Submit the form to Jamie Obst in the Office of International Programs at violaj2@rpi.edu by November 28th.

2 - Maximum credits allowed is 21 per semester for undergraduate students.

3 - Plan your schedule based on Class Hour Schedule, NOT the course catalog.

4 - A course will close once the maximum enrollment is reached (this is indicated by a “C” in the left hand column). An authorization form with the signature of the instructor is required to be manually registered for the class. The procedure will be explained in further detail when you arrive on campus.

5 - Refer to the on line course catalog for course descriptions.

6 - On the front page of the SIS there is a link called “Topic Course Descriptions”. Topics courses are not in the catalog. They are courses being developed by the Faculty in their particular area of expertise. The courses are for credit and usually offered at the upper level (4000). Check out the list of courses running in the Spring semester to see if you may be interested in taking one of these classes.
Program information:

Jamie Obst, Sr. Program Administrator, violaj2@rpi.edu

Karen Dvorak, Program Manager dvorak2@rpi.edu

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Remember, if you hope to take a 6000 level course, you need to submit the appropriate form to Jamie at violaj2@rpi.edu by November 28th in order to get the necessary approval.
Final Step: Logging Out

Be sure to log out of SIS by clicking the “Logoff” box in the upper right-hand corner.

We are all looking forward to meeting you!